



## WATER RESOURCES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	WATER RESOURCES, DEPARTMENT OF	<b>RELEASE DATE:</b>	Friday, December 8, 2006
<b>POSITION TITLE:</b>	Chief, Division of Technology Services	<b>FINAL FILING DATE:</b>	Friday, December 22, 2006
<b>CEA LEVEL:</b>	CEA III	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,311.00 - \$ 9,164.00 / Month	<b>BULLETIN ID:</b>	12062006_2

### POSITION DESCRIPTION

Under the general direction of the Deputy Director, the Chief, Division of Technology Services (DTS); provides information technology and network communication services in support of the Department's program; works with all levels of Department management to identify and analyze their IT needs; evaluates and makes recommendation on IT equipment and software to best meet departmental requirements; makes recommendations on IT procurements and contracts; develops DTS budget and service agreements; formulates and recommends Department IT strategic planning, standard, policies, plans and programs to Department management at all levels; reviews and makes recommendations on system and network security requirements; serves as the Department's Chief Information Officer, representative and spokesperson on IT activities to the State Water Contractor's IT Oversight Committee and various control agencies such as the Department of Finance, Department of Information Technology, and Department of General Services, Office of Procurement; and make decisions regarding the technical and administrative functions of DTS, including budgeting, personnel and cost control.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status.

#### Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

**DESIRABLE QUALIFICATION(S)**

The examination will consist of an application screening process by a departmental evaluation committee. The committee will screen applications on the basis of background, managerial experience, and the following desirable qualifications:

- a. Knowledge of the organization and functions of California government including the organization and practices of the Legislature and the Executive Branch, and specific knowledge of information technology policies of the Department and the State.
- b. Knowledge of methods of administrative problem-solving, principles and practices of policy formulation and development, and personnel management techniques.
- c. Ability to plan, organize, and direct the work of multidisciplinary professional, technical and administrative IT staff.
- d. Ability to integrate the activities of diverse programs to attain common goals, gain the confidence and support of top level administrators, and advise them on a wide range of IT matters.
- e. Ability to achieve defined objectives in a timely and cost effective manner, and to establish and monitor goals and program priorities.
- f. Ability to develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches.
- g. Ability to analyze complex problems and recommend effective courses of action.

**EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Division of Technology Services**, with the **WATER RESOURCES, DEPARTMENT OF**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a screening committee. The minimum and desirable qualifications listed below will be used as the standard to screen applications. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. The results of this examination will be used to fill the Chief, Division of Technology Services position. Each candidate will be ranked competitively and notified of their results.

**FILING INSTRUCTIONS****Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of

each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.

**Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process.**

**The application, Statement of Qualifications and resume must be submitted by the final filing date to:**

WATER RESOURCES, DEPARTMENT OF, Division of Technology Services  
1416 Ninth Street, Sacramento, CA 95814  
Fariba Shahmirzadi | (916) 653-4927 | fshahmir@water.ca.gov

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The WATER RESOURCES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>